


RW Task Timeliness

Direct Impact Task Timeliness



**Direct Impact Task Timeliness:**


Score = 99.69%

Submitted On Time = 30

Submitted Late = 1

Pending Resubmission = 0

Other Task Timeliness



**Other Task Timeliness:**

Score = 93.24%


Submitted On Time = 58

Submitted Late = 8

Pending Resubmission = 1

RW Task Completeness

Direct Impact Task Completeness



**Direct Task Completeness:**


Score = 98.06%

Submitted Complete = 29

Submitted Incomplete = 0

Completed After Submission = 2

Other Task Completeness



**Other Task Completeness:**

Score = 96.00%

Submitted Complete = 36

Submitted Incomplete = 0

Completed After Submission = 4

The RW Task Timeliness dials reflect the timeliness of your agency's submission of all RW tasks based on the task due date. Calculations are based on all RW tasks to date.

The RW Task Completeness dials reflect the completeness of your agency's task submissions based on the task rubric. Calculations of task completeness includes all RW Tasks since RW 512.

**Change Champion Network:**

Unique Filled Role = 4

Duplicate Filled Role = 8

Vacant Role = 2

The Change Champion Network composition reflects the completeness of your CCN makeup.

The dials above include an intuitive Green-Yellow-Red spectrum, where green indicates the measure is in a positive range, yellow represents that the gaps in expected results present an increasing risk to the agency, and red indicates that there are significant gaps in expected results that present an elevated risk level for the agency.

RW Tasks - Completed or Open Items											
Project Impact	Critical Operational Element	Task ID	Task Name	Task Planned Start Date	Task Planned End Date	Agency Reported Task Progress	Agency Submission Date	Status Comment	Project Verification of Completion	Agency Corrected Submission Date	
N/A	Technology	561	Remediate Agency Business Systems based on Segment IV	10/21/24	03/14/25	100% - Submitted	04/22/25	DOAH only has Axiom Pro software as a Agency Business System. DOAH and several other agencies are collaborating regarding the mapping and rewrite of Axiom Pro. DOAH has been conversing with Image API (owners of Axiom Pro Software) and they are working on reconfiguring how to pull vouchers from FLAIR to PALM.  To be completed in Task 576	Submission Complete		
N/A	Technology	558	Update Agency Business System Documentation	11/18/24	01/10/25	50% - In Progress		DOAH only has Axiom Pro software as a Agency Business System. DOAH and several other agencies are collaborating regarding the mapping and rewrite of Axiom Pro. DOAH has been conversing with Image API (owners of Axiom Pro Software) and they are working on reconfiguring how to pull vouchers from FLAIR to PALM.			
Indirect	People	536-C	Create Agency Specific User Acceptance Testing Plan	12/09/24	05/02/25	100% - Submitted	05/02/25		Submission Complete		
N/A	Processes	560	Submit Change Analysis Tool	12/09/24	05/02/25	50% - In Progress					
N/A	People	568	Create Training Plan for Agency Managed End User Training	12/09/24	05/30/25	50% - In Progress					
Direct	Technology	576	Complete Internal Agency Business System Test and Remediation to prepare for Cycle 2 - Technical Interface Testing	01/06/25	07/25/25	50% - In Progress					
Direct	Data	658-D	Submit Data Field Mapping	02/03/25	03/14/25	100% - Submitted	03/12/25		Submission Complete		
N/A	N/A	589	Submit Bimonthly Agency Readiness Status Report	02/28/25	03/10/25	100% - Submitted	03/07/25		Submission Complete		
Direct	Data	567-L	Share, Review, and Update Configuration Workbooks	03/03/25	03/28/25	100% - Submitted	03/28/25		Submission Complete		
Direct	Data	567-M	Share, Review, and Update Configuration Workbooks	03/03/25	03/28/25	100% - Submitted	03/28/25		Submission Complete		
Direct	People	579	Confirm UAT SMEs	04/14/25	05/02/25	100% - Submitted	05/02/25		Submission Complete		
N/A	People	598	Share Florida PALM Updates	04/14/25	04/25/25	100% - Submitted	05/02/25		Submission Complete		
N/A	N/A	599	Submit Bimonthly Agency Readiness Status Report	05/01/25	05/12/25	100% - Submitted	05/12/25		Submission Complete		
Indirect	Technology	578	Confirm Identity Provider for Florida PALM	05/05/25	05/23/25						
Direct	Data	571	Complete Data Cleansing Based on Mock Conversion 2	05/12/25	06/20/25						

People	Processes	Technology	Data
The staff and stakeholders affected by your agency's transition to Florida PALM.	The sequence of procedures to accomplish a business objective.	The applications or tools used to process, track, or report on financial operations.	Information used in or produced from an agency's financial business operations.
<b>Implementation:</b> <b>Planned Florida PALM End Users = 11</b> • Business Process Groupings = 11/13 <b>Identified Subject Matter Experts = 9</b>	<b>Implementation:</b> <b>Impacted Agency Business Processes = 26</b> • Related Business Process Groupings = 6/13 • Planned Spreadsheet Uploads = 0	<b>Implementation:</b> <b>Business Systems Planned for Integration = 1</b> <b>Planned Interfaces = 1</b> - Inbound Interfaces = 0 - Outbound Interfaces = 1	<b>Implementation:</b> <b>Configuration</b> • <b>Commitment Control (KK)</b> - Budget Allotments - Control Option = Option # 3 - Track without Budget - Account ChartField Tier Selection = Account Tier #1: Highest - Organization ChartField Translation Tree Selection = Translation Tree #3: No Tree Assigned • <b>Org Security Rule = Agencywide</b> • <b>Optional ChartFields</b> - OA1 = Not To Be Configured - OA2 = Not To Be Configured - PC Category = To Be Configured - PC Subcategory = To Be Configured - PC Source Type = Not To Be Configured <b>Conversion</b> • <b>Optional Conversions</b> - Accounts Receivable = Needed - Assets = Needed - Contracts = Needed - Customers = Not Needed - Encumbrances = Needed - Grants = Not Needed - Projects = Not Needed - Projects Balances = Not Needed

### Agency Reported

The Risks, Issues, and Assumptions tables below display only items that were marked confirmed and were opened/logged, closed/resolved or active during the reporting period.

DOAH Risks								
Status	Date Opened	Date Closed	Risk Category	Risk Title	Trend	Risk Rating	Monitor/Mitigation Plan/Resolution	Reporting Period Comments for March - April 2025
Open and Mitigating	11/07/24		Agency Business System	If Axiom Pro is not reconfigured for UAT, accountants will be unable to test and verify the functionality of the application with FL PALM..	Stable	6 (High/Medium)	Agency Liaison will collaborate with other agencies and Image API to ensure the reconfiguration is completed prior to UAT. Agency Liaison will request status updates from Image API to ensure timeliness of end product.	Agency Liaison met with an Image API representative on May 6th and discussed they are working with DOH to establish the approach for the reconfiguration. Image API will discuss the approach in late May with agencies.
Open and Mitigating	07/05/23		Staffing/Resource Availability	If resources are not fully trained to do their jobs, go-live will continue but DOAH will not be ready for go-live.	Decreasing	3 (High/Low)	DOAH will work with the DOAH's SMEs and PALM team to ensure staff's capabilities to function in PALM by attending meetings, reviewing information from the Knowledge Center, and Thursday Talks to keep abreast of information. Have affected staff (all end users) participate in testing and training for PALM. All SMEs have participated in Segment III and IV workshops.	Agency Liaison has integrated PALM awareness discussion during weekly staff meetings. Accounting staff are actively participating in completing PALM task CCN and SMEs and future end users are participating in preparing for UAT activities.
Open and Mitigating	08/28/24		Staffing/Resource Availability	The staff's previous experience with system implementations may lead to low or lack of engagement in transitioning to the new financial system.	Decreasing	2 (Medium/Low)	Agency Liaison will integrate PALM awareness through emails, meeting discussions and providing updates regarding PALM during management staff meetings. Agency Liaison will provide staff with PALM resources to become familiar with the system. SMEs and future end users will participate in Segment IV meetings and meet regularly to discuss PALM implementation in designated meetings so the conversation is focused.*	Agency Liaison has integrated PALM awareness discussion during accounting staff meetings. Accounting, Budget and HR staff a assisting with completing PALM task DOAH future end user have been introduced to the FL PALM Knowledge Center. CNN Members, SMEs and end users are engaged in preparing for UAT activities.

DOAH Issues								
Status	Date Opened	Date Closed	Priority	Issue Category	Issue Title	Action Plan	Planned or Actual Resolution Date	Reporting Period Comments for March - April 2025
Open	02/07/25		High - Impacts the ability	Staffing/Resource Availability	DOAH HQ Move	Management and Staff will communicate regarding prioritizing tasks. Staff will use time blocking to ensure tasks are being addressed and focused on meeting deadlines.	06/30/25	Staff are prioritizing their tasks and activities and are keeping their supervisors informed of any impacts and issues.
Open	04/08/25		High - Impacts the ability	Staffing/Resource Availability	Accounting Supervisor Resigned	Management will review the accounting supervisor's duties and responsibilities to develop a strategy to address the structure of the unit. Based on the analysis, it will be determined how to move forward with position.	09/30/25	Manager is reviewing the accounting supervisor's duties and responsibilities to provide a strategy approach to management.
Open	02/07/25		Low - All impacts not liste	Staffing/Resource Availability	Contract Manager Leaving	Transition Plan to fill the position with overlap time in order for the outgoing staff member to train the new staff.	10/31/25	Manager is developing job advertisement and will ensure there is at least 3 month overlap for the position for training.

DOAH Assumptions					
Critical Operational Elements	Assumption	Status	Date Logged or Removed	Impacted Stakeholder(s) and/or System(s)	Reporting Period Comments for March - April 2025
People Processes Technology Data	Staff will be able to perform their assigned function proficiently in PALM on Go Live Date	Logged	09/08/23	End Users	Agency Liaison is working with DOAH's CCN members to complete readiness tasks and provide awareness of PALM activities and resources to impacted stakeholders. End Users have been provided awareness of FL PALM's Knowledge Center to review individually and during staff meetings as well as through emails. End users (SMEs) are working with CCN on the User Stories for the UAT.
Technology	Axiom Pro Application will be reconfigured to pull the vouchers in PALM by UAT.	Logged	10/31/24	End Users	Agency Liaison met with Image API on May 6th to discuss reconfiguration steps for the Axiom Pro software. They will provide updates to the agencies at the end of the May to demonstrate their approach for the remediation of the application.
People	All positions will be filled with staff trained on current business processes.	Logged	04/04/25	End Users	Staff are reviewing their desk manuals to ensure all business processes are outlined and they are testing each other desk manuals to ensure they are available to understand and complete the tasks.

Agency Sponsor Confirmation

As Agency Sponsor, I understand my role and responsibility for monitoring and reporting on my agency's readiness status. I have reviewed and confirmed the accuracy of my agency's readiness status as reflected in this dashboard.

Agency Sponsor Name: \*

☐ Confirm \*

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DOAH Status Report Confirmation			
Reporting Period	Agency Sponsor Name:	Confirmed By:	Confirmation Date:
March - April 2025	Megan S. Silver	megan.silver@doah.state.fl.us	05/12/25
January - February 2025	Megan S. Silver	megan.silver@doah.state.fl.us	03/07/25